



Council of Archives New Brunswick

Executive Committee
Grant Adjudication Rubric

Eligibility Checklist

Before scoring, confirm the application meets the following eligibility criteria:

- The applicant meets CANB eligibility requirements.
- The project contributes to CANB's strategic objectives.
- The applicant demonstrates the capacity to successfully complete the project.
- The budget is realistic, with clearly identified eligible expenses and contributions.
- All other application requirements have been completed.

If any of the above criteria are not met, the application should **not** proceed to scoring.

Scoring Method:

Point range PER question, and max per section.

Six different adjudication rubric streams (one for each grant stream). Totals for each stream will be calculated IN PERCENTAGE (as not all streams will have the same total point value).

Optional: Consider prioritizing a specific project type each year. Projects aligned with the year's theme may receive bonus points.

Optional: In future years, we may include a guest adjudicator.

CANB Grant Rubric

3. In-House Digitization, Reformatting, or Migration

Only projects with RAD-compliant fonds / collection descriptions will be considered for digitization, reformatting, or migration.

Digitization, reformatting, or migration projects which include a strong preservation component will also be considered. A copy of the institution's digitization policy and procedures should be included. The application must include how the institution will allow the public access to the digitized materials.

If the cost of the project exceeds the amount granted, the institution will have to cover the overage.

The CANB Grant Program will not fund the editing of digitized materials. This includes but is not limited to Photoshop, and audio enhancement.

1. Project Relevance (15 pts)

- Does the project align with the CANB mandate? *(0-5 pts)*
- How well does it address the needs of the archival community? *(0-5 pts)*
- Is in-house work appropriate for the material and scope, and integrated into long-term preservation plans? *(0-5 pts)*

Score Guide:

Weak (1-3 points)

Fair (4-6 points)

Good (7-9 points)

Strong (10-12 points)

Very Strong (13-15 points)

Reasons for Score:

2. Effective Use of Funds (10 pts)

- Are project costs justified and aligned with goals? (0-5 pts)
- Is in-house work appropriate and supported by long-term preservation planning? (0-5 pts)

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

3. Preservation and Risk Reduction (15 pts)

- Does the project mitigate potential threats to records? *(0-7 pts)*
- Is the project well-integrated into a long-term preservation strategy and appropriate for in-house work? *(0-8 pts)*

Score Guide:

Weak (1-3 points)

Fair (4-6 points)

Good (7-9 points)

Strong (10-12 points)

Very Strong (13-15 points)

Reasons for Score:

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4. Achievability and Expertise (10 pts)

- Is the project achievable within the proposed timeframe and resources? (0-5 pts)
- Does the applicant or project team have the necessary expertise, including identifying who will carry out the digitization work and their qualifications? (0-5 pts)

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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5. Community Engagement and Awareness (10 pts)

- How well does the project engage or benefit the broader community? (0-5 pts)
- Will access to digitized materials increase public or institutional awareness? (0-5 pts)

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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6. Timeliness (10 pts)

- Is the project timely or urgent in its context (e.g., condition of materials, opportunity, etc.)? *(0-5 pts)*
- Does the application clearly justify why now is the right time for this work? *(0-5 pts)*

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

Scoring Summary

- Project Relevance: _____ / 15
- Effective Use of Funds: _____ / 10
- Preservation and Risk Mitigation: _____ / 15
- Achievability and Expertise: _____ / 10
- Community Engagement and Awareness: _____ / 10
- Timeliness: _____ / 10

Total Score: _____ / 70

Final Recommendation

- Approve for funding: Yes No
- Comments: